

# Annual CSAH Needs Update for 2016 MnDOT - State Aid for Local Transportation CSAH Needs Unit

These instructions provide guidance for updating CSAH Needs segments and project data using the new SANeeds system. To access the SANeeds system you must obtain a user account from State Aid. Please go through the State Aid website to apply for an account and to access the SANeeds system <a href="http://www.dot.state.mn.us/stateaid/csah.html">http://www.dot.state.mn.us/stateaid/csah.html</a>

Please contact Kim DeLaRosa; <u>Kimberlie.delarosa@state.mn.us</u> or 651-366-3810 or John Pantelis at <u>john.pantelis@state.mn.us</u> or 651-366-3811 if you have questions on any of these matters.

# **Update Road Project Data**

It is important for counties to review their existing project data and add projects completed in previous construction years (2011-2014) because unit costs are determined by project financial data. The pool of projects that will be used to determine unit cost for the 2017 distribution will be those awarded between 2011-2015. While reviewing your project data please keep the following in mind:

- Enter only projects that are approved to the construction or reconstruction standard: rural 8820.9920, urban 8820.9936 & 8820.9981 NPR. Turn lanes, intersection improvements, mill & overlays and bridge replacements are not included.
- Enter all <u>complete</u> 2015 awarded construction projects. Add all phased contract costs to the final surfacing project and report as one complete project cost. E.g. grading done in 2013, base and non-wear course done in 2014, final wear course in 2015. Total all three projects (state aid eligible items), report under the 2015 project number.
- Split projects that change designs (rural/urban) or traffic groups. The table below specifies the traffic groups and design types:

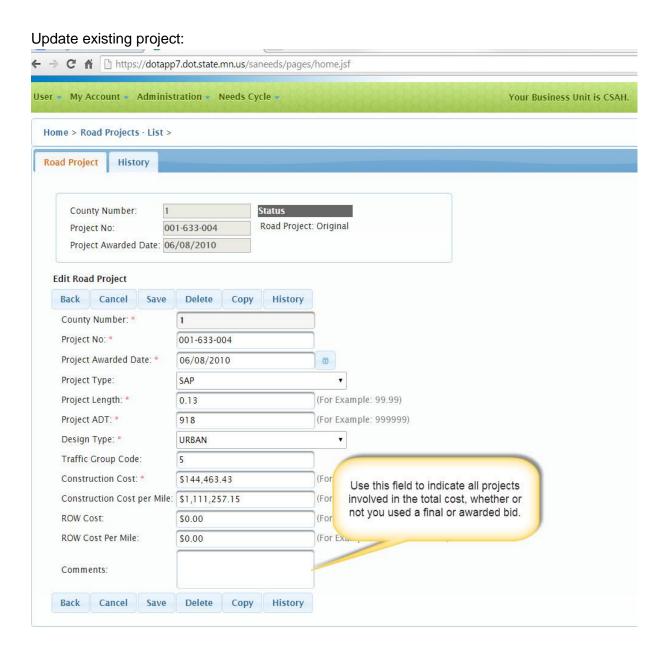
Traffic Group	Design Type
0-149	Rural
150-1499	Rural
1500-6999	Rural
7000+	Rural
0-9999	Urban
10,000-19,999	Urban
20,000-34,999	Urban
35,000+	Urban

E.g. A 3.0 mi project starts in a city and continues outside the city limits for 2.2 mi. Enter the 0.80 mi urban design as one project and use the same project number again for the 2.2 mi rural design portion.

- Split out the costs from projects that has both reconditioning and reconstruction. E.g. A 10 mile mill & overlay with 1.5 mile reconstruction segment should be reported as a 1.5 mile reconstruction project with the appropriate costs.
- Counties do not have to enter culvert projects or preservation projects. The Needs Unit will
  enter those costs.

To update project data access the SANeeds system (<a href="http://www.dot.state.mn.us/stateaid/csah.html">http://www.dot.state.mn.us/stateaid/csah.html</a>) and follow the links to the application. Once you have successfully logged on, click Needs Cycle – Needs Data – Road Projects.

Select project to revise or click Add New Road Project:



#### Add New road project



## For new projects:

- Enter project number (there may be multiple entries for the same project number)
- Enter award date for project. When construction is done in multiple years enter the award date for the last (surfacing) project. Projects are considered complete on the award date.
- Update or revise the length (miles) of the new or reconstructed length.
- Enter projected ADT from the plan
- Enter total state aid <u>eligible</u> construction costs regardless of the funding source. Staged construction projects are added together and put in the year of the surfacing project. Subtract out bridge costs, culverts >10', traffic signal costs or any other state aid ineligible item, see list below. You may use final costs up to year five after the award date. You may change projects costs to reflect final costs within the five year window and you must submit documentation to DSAE.
- Enter only eligible right of way costs associated with the construction project listed. Eligible costs include all payments to those with property interests, including utility companies.
   Condemnation, commissioner and court awarded payments, payments to property owners for appraisal costs, fees, damages, etc. are eligible costs. Agency incurred abstract fees, appraisal costs, attorney fees, court fees, filing fees, taxes and payroll are not eligible costs.

Note: Scan and email all supporting documentation and forward to your DSAE for review!!

# Exhibit 2

When entering or revising road project data, the following are considered Ineligible Items:

Ineligible Items		
Spec. Item	Description	
2011.xxx	Miscellaneous Items	
2013.xxx	Miscellaneous Items	
2015.xxx	Miscellaneous Items	
2016.xxx	Miscellaneous Items	
2104.xxx	All removal, salvage, abandon, and relocate items associated with water, gas, and sanitary sewer – storm sewer is OK	
2211.xxx	Aggregate Base (stockpile items only)	
2221.xxx	Aggregate Shouldering (stockpile items only)	
2231.xxx	Bituminous Surface Reconditioning	
2355.xxx	Bituminous Fog Seal (2357 is OK)	
2356.xxx	Bituminous Seal Coat	
2401.xxx	Concrete Bridge Construction	
2402.xxx	Steel Bridge Construction	
2403.xxx	Timber Bridge Construction	
2404.xxx	Concrete Wearing Course for Bridges	
2405.xxx	Pre-stressed Concrete Beams	
2412.xxx	Box culverts over 10' with a structure number	
2433.xxx	Structure Renovation	
2452.xxx	Piling	
2453.xxx	Drilled Shaft Items	
2461.xxx	Structural Concrete	
2471.xxx	Structural Metals	
2472.xxx	Metal Reinforcement	
2476.xxx	Painting Items	
2478.xxx	Organic Zinc-Rich Paint System	
2479.xxx	Inorganic Zinc-Rich Paint System	
2480.xxx	Painting Items	
2481.xxx	Waterproofing	
2503.xxx	When used for sanitary and water mains	
2504.xxx	Water System Items	
2514.xxx	Slope Paving	
2520.xxx	Lean Mix Backfill	
2540.xxx	Landscaping Items	
2541.xxx	Historic Items	
2545.xxx	Electric Lighting Systems	
2550.xxx	Traffic Management System	
2557.xxx	Fencing	
2560.xxx	Highway-Railroad Grade Crossing Signals	
2564.xxx	Traffic Signs and Devices	
2565.xxx	Traffic Control Signals	
2571.xxx	Plant Installation	
2572.xxx	Protection and Restoration of Vegetation	
2577.xxx	Soil Bioengineered Systems	

# **Update Road Segment Data**

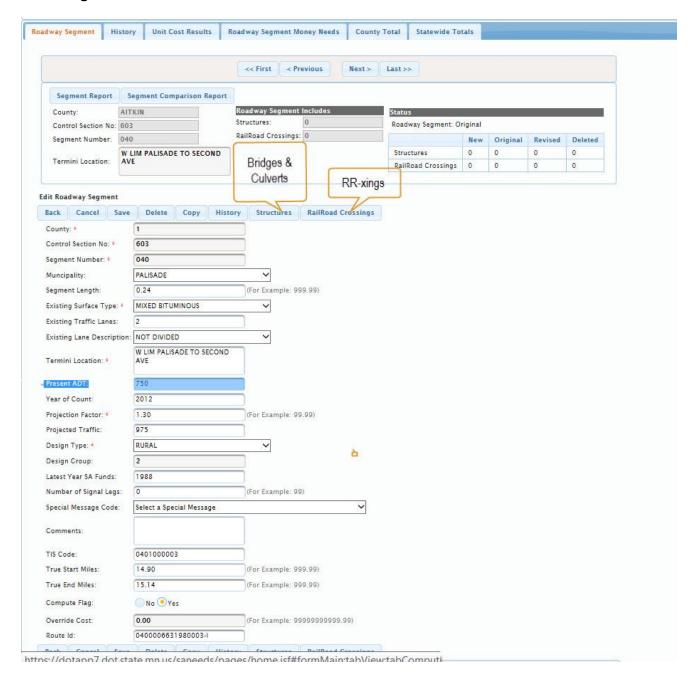
When revising CSAH Segment data please keep the following in mind:

- Update segments based on Commissioner Orders approved in 2015.
- Please split segments if you had corporate limit changes that fall within an existing segment.
- Please split segments in which the design, number of lanes or traffic group changes falls within an existing segment.
- You **DO NOT HAVE** to split segments because of a project.
- Make sure your signals are entered. (one signal per leg of the intersection)
- Use the comment field for project numbers and any other information that pertains to that segment.
- Compute flag defaults to "Yes". Please change it to "No" if this is an interchange segment or MN bridge. When you build or participate in an interchange or MnDOT bridge project you must create a segment for the interchange or bridge length. Enter all state aid eligible county costs associated with that interchange or county cost participation on the bridge and the application will compute the appropriate money needs.

Please call the CSAH Unit for assistance when entering interchange segments.

To update CSAH Segment data access the SANeeds system (<a href="http://www.dot.state.mn.us/stateaid/csah.html">http://www.dot.state.mn.us/stateaid/csah.html</a>) and follow the links to the application. Once you have successfully logged on click Needs Cycle – Needs Data – Road Segments.

## **Road Segment Screen:**



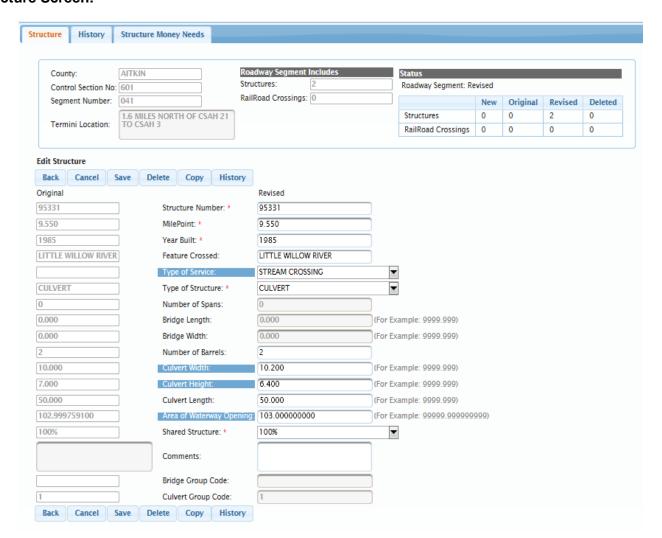
## **Update Structure Data**

The new system will compute needs on every existing structure with a bridge number based on the existing size. Please update all bridge and culvert replacements in 2015. Add any missing structures and delete any structures that have been removed or are not on a CSAH. Pedestrian bridges, railroad bridges and TH bridges do not receive needs.

When revising structures please keep the following in mind:

- For bridges, please verify the structure number, length and width, milepoint on route, year bridge built, and type of structure.
- For Culverts (10' or larger only) please verify the structure number, length, barrel width and height, number of barrels (e.g. 1=single, 2=double, 3=triple), culvert length, area of waterway opening
- Indicate whether or not the structure is on the county line and shared with another county or state.
- Use the comment field to enter project number or any information related to the structure.

#### **Structure Screen:**



# **Update Railroad Data**

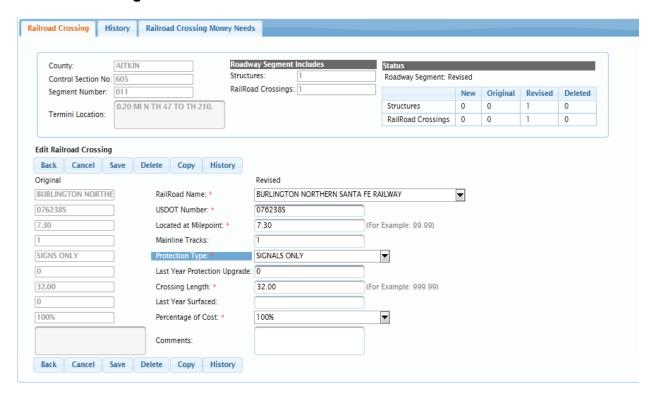
Each railroad crossing on a CSAH will receive needs for the length of one track of crossing surface and the existing protection.

### RR crossings:

- Choose a rail company
- Fill in the USDOT number
- Enter the mile point on the route, not the segment
- Choose your existing protection type
- Enter last year of upgrade on crossing protection
- Enter the crossing material length
- Last year crossing surfaced
- Is it a shared crossing on county line

Use the comment field to enter project number or any information related to the crossing.

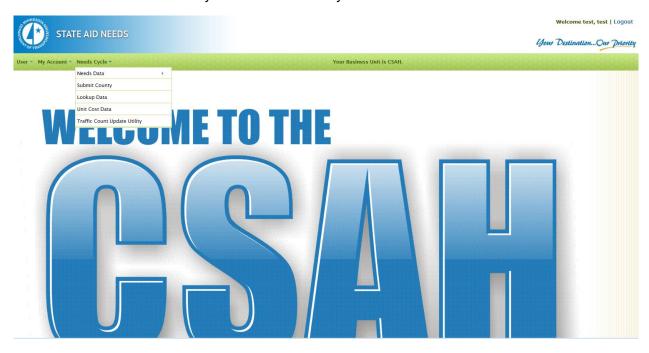
## **Railroad Crossing Screen:**



# **Submit Project and Segment Data**

Please submit changes to your District State Aid Engineer by March 31, 2016. You must login to the program and submit your county even if you had nothing to update.

From the main menu select Needs Cycle – Submit County:



Your county should appear on the list. Under the Action column, click Submit. Once submitted the DSAE will have the ability to review.

